



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 10/13/14

Closing Date: 10/27/14

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification *(if applicable)*

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Court Administrator

Department: Administration

Work Schedule: Monday – Friday 8:00AM – 5:00PM

Wage Rate: Pay Range 28: \$29.87/ Hr Non-Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Court Administrator

WORKSITE: Tule River Justice Center
129 S Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Court Administrator shall be responsible for ensuring that all aspects of the Tribal Court System are operating effectively and efficiently; Supervision and direction of Court Clerks and Court Staff; Responsible for budget administration, non-judicial personnel administration, governmental, and public and media relations for the Justice Center.

DUTIES AND RESPONSIBILITIES:

1. Planning, organizing, staffing, directing, controlling, and coordination the court administration.
2. Manages and directs court administrative activities; plans and organizes administrative services; determines organization requirements and plans office layout and work flow of court administrative activities; directs renovation projects for the Court.
3. Designs and implements case flow management systems; monitors case progress through computerized tracking system, oversees preparation of annual court calendar for hearings and trials; directs administrative staff in scheduling of cases and in giving of notice.
4. Care for and generate Tribal Court records and reports, compile Court data and statistics; File and/or certify documents; attend court sessions; perform legal processing assignments as necessary.
5. Manage jury and witness participation; establish jury pools; prepare jury affidavits; impanel jurors; administer oaths and issue summons and subpoenas.
6. Coordinate and compensate court personnel and court-appointed advocates as necessary and according to the relevant contract agreements.
7. Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk matters.
8. Reviews applications for indigent defense counsel for eligibility, and assigns legal counsel to indigent litigants.
9. Oversees court services, including court security, and court reporting services; develops and establishes procedures for operating and maintaining required administrative systems, keeps abreast of technological advances relating to court services; procures equipment and supplies to perform administrative services of the court.
10. Oversees record management including computer operations, record retention, storage of records, local recordkeeping, and reporting of court minutes.

11. Oversees the maintenance of a library of laws, regulations, orders, opinions, and decisions of, the Tule River Justice Center, Tribal Council, the United States, and its administrative agencies, the various states, and other Tribal Courts that may affect the Tule River Justice Center.
12. Provide public notice of enactment or revision of Rules of the Tule River Justice Center.
13. Arrange for payment of jurors and reporter fees.
14. Monitors all receipts of cash, check, or money orders in Tribal Court, processes all deposits according to established internal policy and procedure. Ensures financial records are reconciled on a monthly basis. Processes and authorizes disbursement check requests. Organizes and maintains all financial records of the court.
15. Responsible for billing appropriate agencies for payment or reimbursement of placement costs in child welfare and juvenile delinquency matters.
16. Responsible for the financial management and preparing court budget; approves all expenditures from the court budget. Supervises accounts receivables; ensures all income is properly documented and accounted for; ensures all funds, in whatever form, are properly forwarded to the Administration Finance Department in accordance with established policies and procedures either personally or through delegation.
17. Serves as purchasing agent for the Court. Monitors inventory supply balances. Approves requisitions and disbursements up to authorized amount. Prepares and submits attorney and witness fees; submits check requests for payment of bills.
18. May act as a clerk of court to administer oaths to witnesses and jurors, take minutes and keep daily records of court proceedings in the absence of the clerk of the court.
19. Examines ledgers, reports, and other financial documentation for technical defects and accuracy.
20. Develops agendas for program staff meetings to review and address administrative issues and concerns. Attends department meetings to review performance of staff, communicate, and resolve management issues and concerns.
21. Prepares grants and conducts related research, on financial resources available to the Justice Center; manages all grants awarded to the Justice Center, and ensures compliance with all grant requirements, including ensuring that all funds are expended through established policies and procedures.
22. Take action on overdue cases, authorizing issuance of bond forfeiture notices and ensuring that necessary enforcement action is taken for failure to appear, and/or failure to comply with civil infraction judgments.
23. Maintain strict confidentiality of records and information pertinent to the nature of work for non-public information related to the Court and Court Cases.
24. Perform related duties as assigned.

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Criminal Justice, or a closely related field.

2. Minimum of four (4) years professional experience in the legal or judicial system of which two (2) years of professional experience in an increasingly responsible management position may be included.
3. Must have excellent communication skills.
4. Must have excellent planning and organizing skills.
5. Must have the ability to work with others, or with little to no supervision.
6. Must have a valid California Driver's License and be insurable through the Tribe.
7. Must successfully complete a pre-employment drug/alcohol screen and extensive criminal background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic computer skills to include Internet, WordPerfect, Word, Outlook, Access, and Excel.
2. Thorough knowledge of the principles and practices of budget and personnel administration and the standards commonly applied in planning and effectuating of modern court administration procedures.
3. Ability to work effectively with Native American people, Indian cultures, programs, or affairs in a culturally diverse environment.
4. Knowledge of Tribal / Native American, State, Federal, ICWA, Public Law 280, and local laws; statutes and terminology pertaining to civil, criminal, probate, traffic, small claims, family, and vehicle code cases.
5. Knowledge of modern principles and practices of public and court administration.
6. Knowledge of laws, regulations, legislation, operations, rules, policies and procedures of Dispute Resolutions/Mediation and the Tribal Court.
7. Must have a thorough knowledge of systems of law, court rule's procedures, legal documents, laws and legal factors pertaining to the court.
8. Knowledge of legal terminology, procedures, and documents used in court cases.
9. Knowledge of establishment and maintenance of filing and information retrieval systems.
10. Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
11. Ability to be patient, tactful, and courteous when dealing with co-workers and the public.
12. Communicate verbally with people of various ethnic, educational, and socioeconomic backgrounds as well as with local, city, county, state, and federal professionals with patience, tact, courtesy and self-restraint to convey information.
13. Retain and recall details of conversations and oral work assignments.
14. Give and follow written and oral instructions; organize and coordinate work in proper step-by-step order.
15. Adjust to changes in workloads under stress conditions; ensure all tasks are accomplished in a timely and accurate manner; adjust staff assignments to meet court administrative objectives.
16. Maintain confidentiality and sound judgment.

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position reports to:	Tribal Administrator
Supervises:	Court Clerk and Justice Center Staff
Salary:	Pay Range 28: \$29.87/ HR/ Non-Overtime Eligible
Working Hours:	Monday – Friday 8:00AM – 5:00PM
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT